

Department: **University Support Services**

Working Title: **TRIO Student Support Services Writing Tutor**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$18.50/hour**

Appointment: **10-20 hours/week**

Expected Dates of Employment: **9/1/2022 - 5/26/2023**

Deadline to Apply: **Open until filled**

Requisition #: **TRIO_ISA_2223**

DUTIES OF THE POSITION

Under the guidance of the Interim TRIO SSS Operations Manager, the TRIO SSS Writing Tutor provides individual tutoring to supplement classroom instruction and improve writing skills. Tutor works with students enrolled in the TRIO SSS programs by assessing the skills, knowledge, and needs of the tutees, offering suggestions to improve writing abilities, and teaching rhetorical strategies to aid in progression through the writing process. Other duties of the tutor may include working with students who have scheduled, drop-in, or online appointments; creating instructional materials for use in the program; and assisting with various administrative and clerical duties, including, but not limited to, scheduling appointments, and data entry. The tutor models professional and collegial attitudes and behavior towards staff, faculty, and students; demonstrates appropriate standards of behavior regarding privacy, grades, and assignment expectations; and strives to create an environment that is welcoming and inviting to all students, faculty, and staff. The tutor attends training meetings, logs student sessions, and tracks the progress of tutees.

MINIMUM QUALIFICATIONS

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, complete research, or tutor for a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

HIRING CRITERIA

Currently enrolled in SSU's Master's in English or other applicable master's program, or upper-division undergraduate with writing instruction or tutoring experience. Works under the supervision of the Interim TRIO SSS Operations Manager. Must demonstrate an interest in working with the TRIO SSS student population (Multilingual, first-generation, and/or low-income, and students with disabilities), possess good interpersonal communication skills, and have an ability to work with students from a variety socio-economic, cultural, and academic backgrounds. Tutor must be punctual, reliable, and show motivation and initiative to work independently.

HOW TO APPLY

Submit a résumé and cover letter describing your instructional/tutoring philosophy and how it applies to working with multilingual and/or underserved college students. Submit all of your completed application materials to Rose Calzontzi via email: calzontr@sonoma.edu

HIRING NOTIFICATION

Applicants will be contacted for an interview, after which they will be notified of the hiring decision by email or phone.

SUPERVISOR

Rose Calzontzi, Interim TRIO SSS Operations Manager

OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

SONOMA STATE UNIVERSITY

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